Advising Syllabus
A guide for student-led and adviser-supported exploration of interests, values, and abilities toward the goal of developing thoughtful decision making and a meaningful educational experience.

Acclimate
- Connect with instructors and advisers
- Recognize important dates and deadlines
- Utilize campus resources
- Identify your interests
- Investigate campus activities and clubs
- Develop time-management strategies
- Understand academic integrity and student conduct expectations

Explore
- Use exploration tools and resources
- Become familiar with University curriculum including entrance-to-major and General Education requirements
- Attend programs and information sessions for majors and colleges of interest
- Research academic and career goals

Plan
- Articulate academic interests
- Assess interests, values, strengths, and challenges
- Plan academic options with adviser
- Create short- and long-term goals
- Understand an Academic Plan
- Run and interpret a “What If Report”

Act
- Connect with faculty
- Participate in engagement opportunities on and off campus
- Ask for assistance when needed

Decide
- Enter a college and major
- Add a minor or certificate
- Utilize resources in college of choice

Schedule an Advising Appointment

Online
starfish.psu.edu
Find your assigned adviser in your Success Network.

Call or Visit
814-865-7576
101 Grange Building: Speak with our staff assistant at the front desk.

Please DO NOT email your adviser to schedule an appointment.
Appointment Types

Scheduled Advising
30 minutes
After Drop/Add Week

For issues such as:
• major exploration
• academic difficulty
• study abroad
• course planning

Quick-Question Advising
5-10 minutes
First come, first served
After Drop/Add Week

For issues such as:
• policy clarification
• referrals
• urgent concerns

Drop/Add Advising
First come, first served
During Drop/Add Week

For issues such as:
• schedule adjustments for current semester

Adviser Responsibilities

• Listen to concerns while respecting individual values and choices
• Promote the meaning and value of higher education
• Assist students in defining academic, career, and personal goals while creating a supportive educational plan
• Answer questions and interpret curriculum and degree requirements, as well as University policies and procedures
• Help identify campus resources and make referrals when appropriate
• Collaborate with others on campus to facilitate comprehensive student support
• Adhere to the highest principles of ethical behavior and maintain confidentiality
• Keep notes in Starfish from advising meetings

Student Responsibilities

• Become knowledgeable about University policies and procedures
• Understand entrance-to-major and other degree requirements
• Attend advising appointments regularly
• Come prepared to each appointment with questions
• Use tools and resources to assist with exploration of self, fields of study, and career paths
• Ask questions when you do not understand
• Be open to advice from advisers
• Use Penn State email and read DUS News
• Make informed decisions
• Accept responsibility for decisions and actions (or inactions) that affect educational progress

Resources
• Career Services
• Counseling & Psychological Services (CAPS)
• Penn State Learning
• Student Disability Resources
• Multicultural Resource Center
• University Libraries

Tools
• The Undergraduate Bulletin
• LionPATH
• DUS Website
• DUSuccess
• Starfish

Important Dates
• Drop/add period*
• Late drop
• Withdrawal
*summer sessions have shorter drop/add periods

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